

To upload your Request for Medical Exemption – select “SOHHM COVID-19 Request Medical Exemption Form” from the “Document Type” drop-down menu.

- d. Access the Request for Medical Exemption form [here](#).
- e. Click the **Browse** button to find the document file on your computer or device. (Your document file must be in one of the formats listed, such as .jpeg or .pdf)
- f. Click the **Save** button to upload the document.

7. The Human Resources office will contact you for additional follow up.

The screenshot shows the 'Upload Document' page on the Foothill-De Anza Community College District website. The header includes the college logo, contact information (Office: 650.949.6210, Fax: 408.864.8983), and navigation links (Home, My Profile, Messages, My Forms, Appointments, Document Upload, Log Off). The main content area features the title 'Upload Document' and a message: 'Your form is received. HR will review your request and you will be contacted as soon as possible. Thank you! Please select the type of document, browse to choose the file and save. Documents with the following file formats can be uploaded: JPEG, TIFF, PNG, PDF, BMP AND GIF. Each file should not exceed 6MB.' Below this is a 'Document Type' dropdown menu and a 'File' input field with a 'Browse...' button.

Those who have not certified their vaccination, are still completing their vaccination series, or have a valid exemption, will be **required** to provide negative test results from COVID-19 testing taken no more than 72 hours prior, if they are to be on-site at any District facility.

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